

U.S. DISTRICT COURT FOR THE DISTRICT OF ALASKA

GENERALIST CLERK

June 7, 2007

CL 25 - Salary range: \$31,048 to \$38,824, plus 24% cola DOE

Full-time Indefinite

Vacancy Announcement #2007-07 - Open until filled

Position Overview:

This position is located in the U.S. District Court Clerk's Office at Anchorage, Alaska. The incumbent performs duties of a jury clerk assistant, processes new civil cases, scanning, and posting of documents in the Electronic Case Filing system, and assisting with cases on appeal.

Qualifications:

To qualify for this position, a person must possess at least two years of specialized work experience. Specialized experience is progressively responsible clerical experience requiring regular and recurring applications of clerical procedures involving the routine use of keyboard skills and basic legal terminology. The ability to communicate effectively with individuals including judges, jurors, and the public is required. Must be able to speak in front of a large group of people with excellent interpersonal skills are required. Applicants must have a high school diploma, or equivalent.

Information for Applicants:

The United States District Court is an Equal Opportunity Employer. The incumbent must be a United States citizen or eligible to work in the United States. All court employees are "at will" employees in the excepted service. This position is subject to mandatory Electronic Fund Transfer (EFT) or direct deposit for payment of net pay.

The court reserves the right to modify the conditions of this job announcement or to withdraw the announcement without prior notice. Expenses for interviews or relocation are not authorized for reimbursement. Due to the volume of applications received, the court will only communicate with those individuals who will be interviewed. Final candidates are subject to a background check as a condition of employment.

Benefits:

Employees on an indefinite appointment are eligible for various benefits including health insurance, life insurance, paid holidays and accrual of annual and sick leave.

How to apply:

(1) Mail an Letter of Interest and current Resume with at least two references to:

U.S. District Court [Attention: Marvel Hansbraugh]
222 W. 7th Ave., Box 4
Anchorage, AK 99513

(2) or via fax to: (907) 677-6162

(3) or via email to: Marvel_Hansbraugh@akd.uscourts.gov [Indicate "Applicant" as the Subject]